

LEAD WATER METER READER

DISTINGUISHING FEATURES

The fundamental reason the Lead Water Meter Reader exists is to schedule and monitor the completion of all field work for the Meter Readers in the Customer Service Division. This classification is not supervisory. Work is performed under general supervision by the Meter Reader Manager. The Lead Water Meter Reader is distinguished from the Water Meter Reader by the performance of lead responsibilities.

ESSENTIAL FUNCTIONS

Prioritizes, schedules, assigns and monitors all water meter reading duties so as to allow better delivery of services and to save taxpayers time and money.

Supports other staff members and is a team player by helping out other personnel with their job duties. Listens and communicates effectively with all those encountered in the course of work.

Operates and maintains a City motor vehicle in a proper manner so as to allow better delivery of services and to save taxpayers time and money.

Inputs general meter information into the City's utility billing system.

Is responsible for some installation and testing of new meter reading systems and processes so as to ensure that quality is built in from the start.

Collects, organizes and completes monthly meter reading statistics.

Assumes the duties of the Meter Reading Manager in his/her absence so as to contribute effectively to meeting the company's performance goals and plans.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Basic plumbing principles.

Meter reading, usage, recording techniques and procedures

City of Scottsdale meter routes and the procedures for working them.

Meter reading schedules/billing and related customer service oriented policies and procedures.

Basic mechanics of water meter operation.

Ability to:

Sit 80%, walk and stand 20% of work day in all types of weather with exposure to the elements.

Lift meter boxes and meter lids weighing up to 75 pounds.

Make simple arithmetic calculations quickly and accurately.

Write legibly.

Provide lead supervision to subordinate staff including assigning work, reviewing work for accuracy and completeness, and answering questions concerning work procedures and day-to-day problems.

Comprehend and make inferences from written material and verbal and/or written instructions.

Communicate effectively (verbally and in writing) with all levels of City staff and the public.

Establish and maintain effective working relationships with co-workers, supervisors, and the general public.

Understand simple geography relating to City streets.

Work flexible hours to meet department requirements.

Operate a variety of standard office equipment including a personnel computer, a variety of computer software, telephone, and calculator that require continuous and repetitive arm or hand and eye movement to prepare reports, letters, and other similar documents.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to some experience in meter reading procedures and practices, as a leadworker over a crew of employees, and good experience in dealing with the public.

Must have a current, valid Arizona driver's license and no major driving citations in the last 39 months.

FLSA Status: Non-exempt

HR Ordinance Status: Classified